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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

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January 30, 1943

DIRECTOR'S MEMORANDUM NO. 41

Manpower

One of our important responsibilities is to advise with the Secretary on manpower problems in food processing and distribution. For this purpose, a Manpower Branch has been established, reporting to E. A. Meyer, Deputy Director. Pending the appointment of the chief of this Branch, all communications should be directed to Mr. Meyer.

The Manpower Branch will be relatively small. It will cooperate with the branches in developing uniform policy and establishing overall recommendations to the Secretary on the following problems:

1. Classification of employees in food processing and distribution
2. Deferments and deferment policy for such employees
3. Assisting in obtaining an adequate supply of labor in this field

The Branch will operate through two main divisions: (a) Seasonal and non-seasonal employees in plants that are otherwise seasonal, (b) non-seasonal employees.

Each branch chief is requested to designate immediately one member of his staff who will be responsible for bringing together manpower problems in his branch and acting as the liaison member with the Manpower Branch. Commodity branches should immediately notify Mr. Meyer of the liaison representative for their respective branches.

I would like the members of the Manpower Branch and the commodity representatives to bring together a comprehensive statement relating to the manpower problems in the food industries together with recommendations of the policies and programs to be adopted.

Roy F. Hendrickson

